

(6179)7 NOTICE OF WORKERS COMPENSATION HEARING

State of New York
WORKERS COMPENSATION BOARD

PLACE OF HEARING Workers Compensation Board 180 Livingston Street Brooklyn, NY 11248	Part 4	Date of Hearing 04/03/2000	Time 9:00 AM	District Office Brooklyn (718) 802-6765
		WCB Case No. 09350463	Date of Accident 03/03/1993	Social Security No. ██████████
		Carrier ID No. W842009	Carrier Case No. 004093 21127	
				CLAIMANT
				Mary H. Brown

Mary H. Brown
1920 Osborne Pl
PO Box 715
Bronx, NY 10453-0715

CLAIMANT: Bring this notice with you. Read important information on reverse side.

EMPLOYER **Education**

CARRIER **City of New York
Department of Law, WCB Div.**

COPIES TO **Empire Blue Cross and
Levidow, Levidow & Oberman
Israel, Adler and Ronca**

PURPOSE OF HEARING:

Question of periods held in abeyance. Result of post-operative report.

EVIDENCE TO BE PRODUCED:

By Claimant: Claimant to produce post operative report.

IMPORTANT INFORMATION FOR THE CLAIMANT:

In a compensable workers' compensation case, bills for related medical treatment are the responsibility of your own employer or its workers' compensation insurance carrier. If you have used a private health insurance policy (Blue Cross, Blue Shield, G.H.I., H.I.P., or other) for payment of any bills in your workers' compensation case, please advise the private health insurer immediately.

In order to be reimbursed for any payments or co-payments you may have made for treatment or services which are the responsibility of the workers' compensation insurance carrier, you must tell the judge at this hearing about this payment.

Dated: 03/07/2000

EC-16 (8/99) 238
(6179)7 11120-6

THE BOARD EMPLOYS AND SERVES PEOPLE WITH DISABILITIES WITHOUT DISCRIMINATION AND ASSURES HEARING LOCATIONS ACCESSIBLE TO THE DISABLED. CONTACT THE NEAREST BOARD OFFICE IF YOU HAVE SPECIAL ACCESSIBILITY NEEDS.

#1
MPB
20 CV-02424-Page
VEC-OTW



BOARD OF EDUCATION OF THE CITY OF NEW YORK
HAROLD O. LEVY, Chancellor

October 4, 2000

CERTIFIED MAIL RETURN RECEIPT REQUESTED (7099 3044 0014 8972 5293)

Ms. Mary Hurd-Brown
P.O. Box 715
Bronx, NY 10453

SS#:

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P1

Dear Ms. Hurd-Brown,

Pursuant to Section 2568 of the State Education Law, you are directed to report to the Medical Bureau, 65 Court Street, Room 203, Brooklyn, N.Y. 11201, on October 18, 2000 at 9:00 a.m. for a medical examination. Please bring all available, relevant, current medical information.

This directive is made at the request of Mr. Richard Organisciak, Superintendent, Alternative Education. One person of your choice may accompany you to this examination. Please consult with your union representative.

Please be advised that failure to report to this examination may result in disciplinary action.

Very truly yours,

Yvonne M. Joseph
Yvonne M. Joseph
Administrator
Medical Bureau

YMJ:hl

c: Mr. Richard Organisciak, Superintendent, Alternative Educ
Mr. Robert Galli, Principal, Auxiliary Services for H.S.
Regular Mail
Medical File

#1A
MHB

20-CR-02424-VEC-OTW

* DIVISION OF HUMAN RESOURCES * 65 COURT STREET * BROOKLYN, NY 11201 *
* MEDICAL BUREAU * (718) 935-2721 * FAX (718) 935-2641 *

New York City Department of Education
Division of Human Resources and Talent
65 Court Street,
Brooklyn, New York 11201

PERSONNEL MEMORANDUM NO.4, 2009-2010

April 2010

TO: All Superintendents, Network Leaders, Chief Executives, Executive Directors, Directors, Managers, Principals and Heads of Offices

FROM: Lawrence E. Becker
Chief Executive Office

SUBJECT: ACCOMMODATION REQUEST

This memorandum supersedes Personnel Memorandum #51, 1997-98. It is the policy of the NYC Department of Education to provide equal employment opportunity to all qualified individuals with disabilities. Any current or prospective employee who is a qualified individual with a disability may request a reasonable accommodation in order to assist in performing the essential functions of his/her present assignment. Determinations regarding accommodations will be made on an individual basis after a review of the following: the individual's functional limitations; the medical documentation and examination of the individual, if necessary; the essential functions of the job; and whether the granting of the accommodation would impose an undue hardship on the Department of Education. Information regarding an individual's disability will be kept confidential to the extent required by law.

REQUESTING AN ACCOMMODATION

As a first step, an individual who feels that he/she is in need of an accommodation must first discuss the request informally with his/her supervisor. An individual is not required to provide information as to the nature of his/her disability, and need only state that he/she is disabled and outline his/her functional limitations and the particular accommodation(s) requested. Examples of such accommodations are: visual aid equipment, elevator accessibility, assistance in the classroom and no escort duty. If an accommodation request is denied or cannot be provided through the above-referenced informal means, the employee may apply for a formal accommodation by submitting the Accommodation Request Form on page #2. Medical documentation to support the request must be attached. The request is to be forwarded to the N.Y.C. Department of Education, HR Connect Medical Administration Office, 65 Court Street, Room 201, Brooklyn, New York 11201, Att: Accommodation Unit.

ADDITIONAL MEDICAL DOCUMENTATION AND/OR EXAMINATION

After reviewing the initial request and supporting medical documentation, additional medical documentation and/or an examination may be necessary to determine whether a reasonable accommodation is possible. In such cases, a request for additional information and/or a medical appointment notice will be mailed to the employee's home.

GRANTING AN ACCOMMODATION

If a DOE physician determines that an employee has a disability and requires an accommodation, the DOE's Office of Equal Opportunity (OEO) will be notified of the physician's determination. This notification will include the employee's limitations. Upon receipt of the information, OEO will contact the employee's supervisor in order to determine the feasibility of granting an accommodation. If a reasonable accommodation is possible, OEO will forward the details of the accommodation to the Medical Office. Once granted, accommodations may be reevaluated, modified or terminated due to changed circumstances.

NOTIFICATION OF A DETERMINATION

When a final determination to either approve or deny an accommodation request has been rendered, a letter will be mailed to the employee's home. A copy of the final determination letter will be placed in the employee's medical file and also forwarded to the employee's supervisor and the Office of Equal Opportunity.

Please contact the HR Connect Medical Administration Office at 718 935-2731 should you require any assistance or clarification.

#2
MFH
20-cr-02424-VEC-OTW

9:09 ↗



work TRAC CHARGE..



Dated: 03/07/2000

PC-16 (999) 238

THE BOARD EMPLOYS AND SERVES PEOPLE WITH DISABILITIES WITHOUT
DISCRIMINATION AND ASSURES HEARING LOCATIONS ACCESSIBLE
TO THE DISABLED. CONTACT THE NEAREST BOARD OFFICE
IF YOU HAVE SPECIAL ACCESSIBILITY NEEDS.

Page 1 of 1

Rating Officer

Steven Grossman <nycattendanceteachers@gmail.com>

Sun 11/18/2018 7:01 PM

To: Mary <MHurd@schools.nyc.gov>
Cc: Steven Grossman <sgrossman@uft.org>

Hi Mary,

I most assuredly did get back to you.

We had a long discussion about who the rating officer is. It is and always has been the payroll principal.

With that said, the guidelines on AT ratings are lacking in detail. We also discussed that in some detail.

Obviously you did not get the result you had hoped for. What happened with the promise that Ms. Suttell made to you and our discussion about approaching her at the PD.

Sincerely,

Steve Grossman

Rating Officer

Steven Grossman <nycattendanceteachers@gmail.com>

Sun 11/18/2018 7:01 PM

To: Mary <MHurd@schools.nyc.gov>
Cc: Steven Grossman <sgrossman@uft.org>

#24
MTB
20-CV-02424-
VEC-OTW

An Introduction To Travel Reimbursement & Approval Certification (TRAC)



Department of
Education
Chancellor Richard A. Carranza

Published by:
DFO
DIVISION OF FINANCIAL OPERATIONS
Payables Administration

NYC
20-cv-02424-Vec.07w

TRAC Travel Options

Out of Town Travel-Reimbursement

- Employees must use TRAC to initiate transportation, overnight lodging and meal reimbursement requests after engaging in a qualifying activity on behalf of the DOE.
 - Payment or Reimbursement for out of town/overnight travel expenses are permitted whenever authorized in accordance with the SOP.

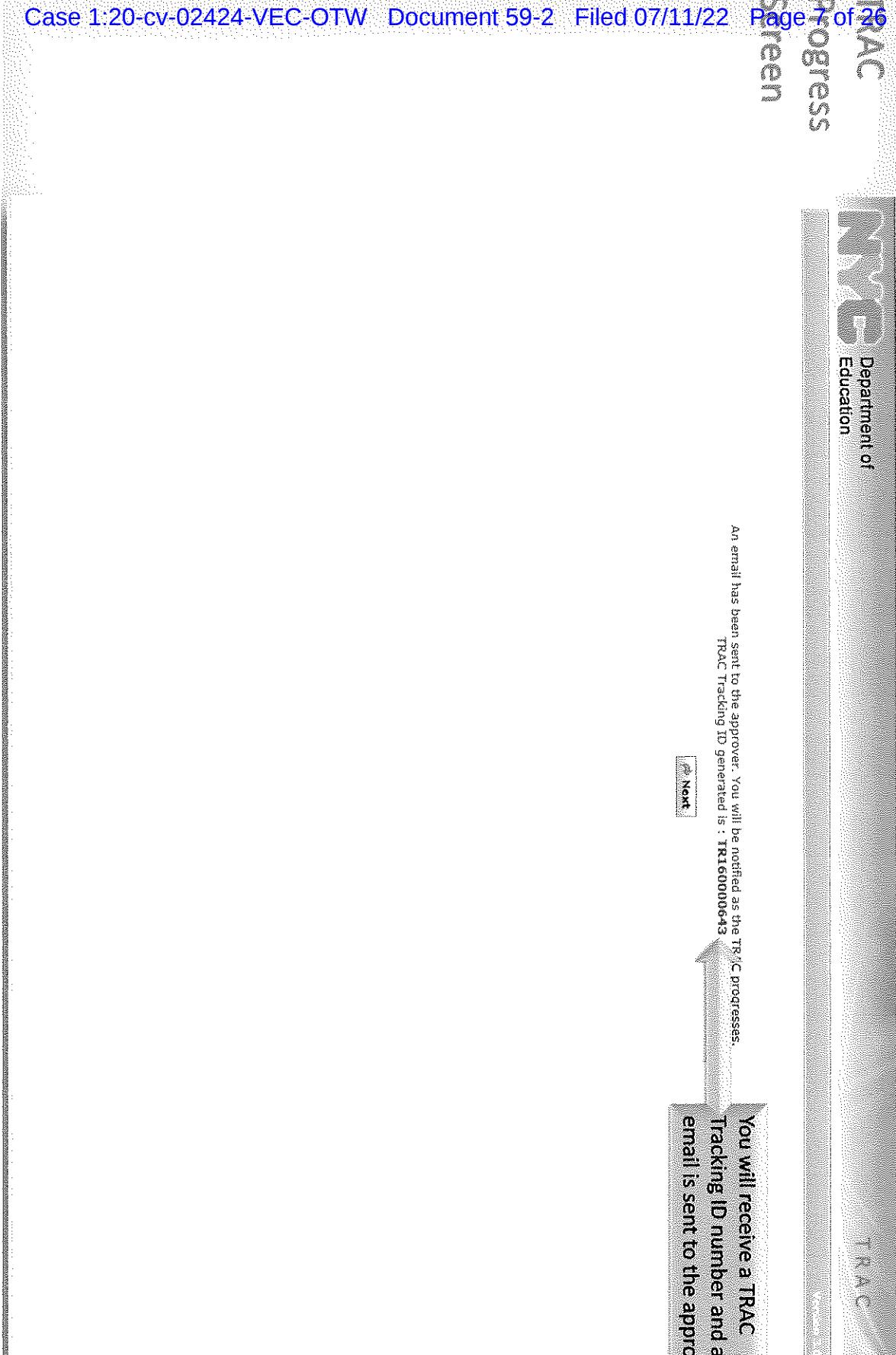
Request for Use of Personal Vehicle

- Utilized if you intend to use your personal vehicle for official DOE business.
 - Utilize only if alternate means of transportation is not practical.
 - Should not be used due to preference.

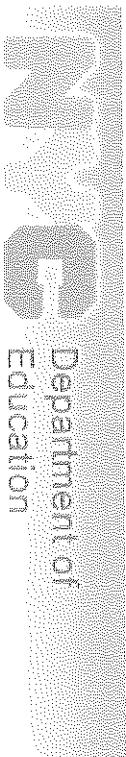
Exception Request

- Utilized when lodging and/or meal rates exceed GSA limits.
 - Approval will be required by not only the initial approver but the executive director of the DFO.

#34
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#3B
MHB
20-CV-02424-VEC-OTW



TRAC

TRAC User Guide

DOE Travel FAQs

#35
MHS
20-CR-02424-VEC-OTW

Information TRAC - USER OPTIONS

Pending Approval | Show Chart

Please Select an option.

Before doing so,
hold the mouse
over each option
to get a brief blurp
of what each
module means.

You may go
directly to the SOP
chapter on Travel
and Conferences
by clicking on the
following links:
Travel &
Conference SOP

Pending Approval

Pending TRAC Approval Requests

Search: Document Number

tr170015722 is currently awaiting approval by eric.friedman.p@nycschools.nyc.gov to have this approved

Pending Personal Car Requests

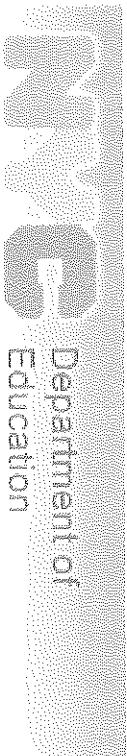
Local Travel Reimbursement

Out Of Town Travel-Request

Out Of Town Travel-Request (International)

Out Of Town Travel-Reimbursement

Edit Rejected TRAC



TRAC

TRAC User Guide

DOE Travel FAQs

#3
VEB

20-CV-02424-VEC-OTW

Information TRAC - USER OPTIONS

[Pending Approval](#) | [Show Chart](#)

- Please Select an option.
 Before doing so,
 hold the mouse
 over each option
 to get a brief blurp
 of what each
 module means.
- You may go
 directly to the SOP
 chapter on [Travel and Conferences](#)
 by clicking on the
 following link:
[Travel & Conference SOP](#)
- Local Travel Reimbursement
 - Out Of Town Travel-Request
 - Out Of Town Travel-Request (International)
 - Out Of Town Travel-Reimbursement
 - Edit Rejected TRAC

Pending Approval

[Pending TRAC Approval Requests](#)

Search: Document Number tr170015695
 tr170015695 is currently awaiting approval by eric.friedman.p@schools.nyc.gov to have this approved

[Pending Personal Car Requests](#)

Travel
Details
Screen

NYC Department of Education

Type in a Detailed Description of your trip

Information	TRAC TRAVEL DETAILS
-------------	---------------------

Please enter:
The traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on 'Add More Dates (fragmented Travel)'.

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination :

Travel Dates :

Date

Note:
If greater than 3 participants from one Office/Division plan to attend an external retreat/meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Start Over **Back** **Next**

#3 E
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Expense Details Screen

The travel dates selected will appear at the top of the Expense Details screen.

To access the current rates click on the link. GSA Rates cover Per Diem, Meals, Airfares, Hotels and Privately Owned Vehicles

Actual Expenses

Actual Expenses	Amount
Mileage Cost:	\$0.00
Tolls:	\$0.00
Parking:	\$0.00
Ground Transportation:	\$0.00
Mass Transit:	\$0.00
Other:	\$0.00
Total	\$0.00
Grand Total	\$0.00

Input: Mileage (Cost for miles used)

Mileage or Minimum Mileage. Indicate actual mileage driven while using your personal vehicle for DOE business. A Personal Vehicle form has to be completed and approved to input information.

These fields are for Local Travel Only. Place cursor over items with ? to get more information to visit www.gsa.gov

Expense Details for Travel Dates: Click here to access GSA Rates For more information to visit www.gsa.gov

? Personal Vehicle Mileage:

Save TRAC | Load TRAC

Start Over | Back | Next | Click Next

3F MTHS
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Documents **NYC** Department of Education

Screen

The uploaded Document Name will be indicated

Please enter:

This convenient upload feature will allow you to attach receipts, schedules, itineraries, travel and statements, bills, etc. and document types such as .doc, .docs, .xsl, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tif and .tiff files are allowed).

Document Name: **Save TRAC** **Load TRAC**

File: **Browse...** **Upload**

(Only doc, docx, xsl, xlsx, pdf, jpg, jpeg, gif, png, tif and tiff files are allowed)

Click Upload

Click Next

Back **Next**

#318
MHS
20-cv-02424-VEC-OTW

13 of 26

A decorative vertical border element consisting of a repeating pattern of small, dark, diamond-shaped dots arranged in a grid-like fashion.

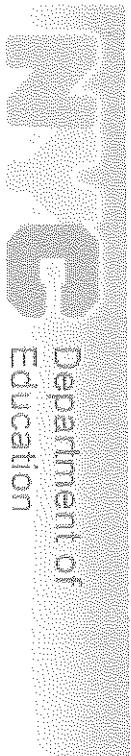
Department of
Education

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Department of
Education

Information		TRAC - DOCUMENTS
<p>Please enter:</p> <p>This convenient option feature will allow you to attach receipts, statements, statements of credit, documents, bills, etc. and documents such as docx, doc, xls, pdf, jpg, jpeg, .gif, tif and zip.</p> <p>These documents will be reviewed by your Approving Officer for appropriate expenses or the overhead expenses. You will still be expected to submit original receipts for payment reimbursement purposes.</p>		
<p>No Receipts available for this TRAC.</p> <p>(Only doc, docx, xls, xlsx, pdf, jpg, jpeg, gif, tif, zip files are allowed)</p> <p><input type="button" value="Browse..."/> <input type="button" value="Upload"/></p>		
<p>Supporting Documentation is required to submit a TRAC.</p> <p>Click the Browse button to search for documents contained on your computer's hard drive or portable storage device.</p>		
<p><input type="button" value="Save TRAC Load TRAC"/></p>		
<p><input type="button" value="Back"/> <input type="button" value="Next"/></p>		

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TRAC

TRAC User Guide

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Pending Approval | Show Chart

DOE Travel FAQs

Information TRAC - USER OPTIONS

Please Select an option.

Before doing so, hold the mouse over each option to get a brief blurb of what each module means.

You may go directly to the SOP chapter on [Travel and Conferences](#) by clicking on the following link:
[Travel & Conference SOP](#)

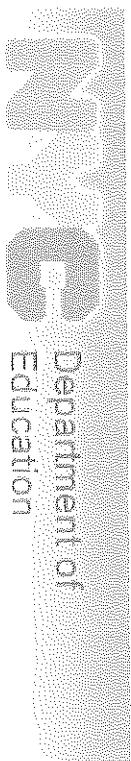
Pending Approval

Pending TRAC Approval Requests

Search: Document Number Search
 tr170015714 is currently awaiting approval by eric.friedman, p|efriedman7@schools.nyc.gov to have this approved

Pending Personal Car Requests

- Local Travel Reimbursement
- Out Of Town Travel-Request
- Out Of Town Travel-Request (International)
- Out Of Town Travel-Reimbursement
- Edit Rejected TRAC



TRAC

#35
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20-CV-02424 REC-OTW

Information TRAC - USER OPTIONS

Pending Approval | Show Chart

[TRAC User Guide](#)

[DOE Travel FAQs](#)

Please Select an Option.

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- Local Travel Reimbursement
- Out Of Town Travel-Request
- Out Of Town Travel-Request (International)
- Out Of Town Travel-Reimbursement
- Edit Rejected TRAC

Pending Approval

Pending TRAC Approval Requests

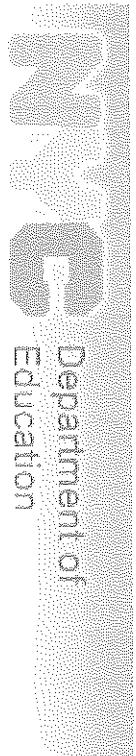
Search: Document Number Search

Pending Personal Car Requests

You may go
directly to the SOP
chapter on Travel
and Conferences

by clicking on the
following links:

Travel &
Conference SOP



TRAC

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TRAC User Guide

DOE Travel FAQs

[Pending Approval](#) | [Show Chart](#)
TRAC - USER OPTIONS**Information****TRAC - TRAC**
[Pending Approval](#) | [Show Chart](#)

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Pending Approval

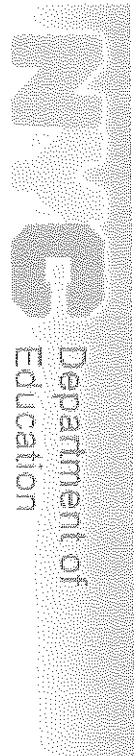
Pending TRAC Approval Requests

Search: Document Number eric.friedman7@schools.nyc.gov to have this approved

Pending Personal Car Requests

- Out Of Town Travel-Reimbursement
- Out Of Town Travel-Request (International)

- Edit Rejected TRAC



TRAC

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- OTW**TRAC User Guide****DOE Travel FAQs**

Pending Approval | Show Chart

Please Select an option.

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[Travel & Conference SOP](#)

Pending Approval

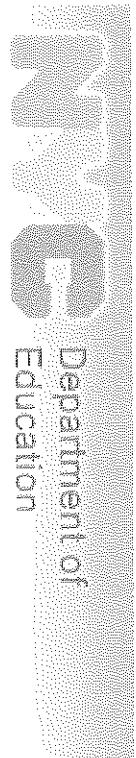
Pending TRAC Approval Requests

Search: Document Number

Pending Personal Car Requests

Out Of Town Travel-Reimbursement

Edit Rejected TRAC



TRAC

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TRAC User Guide**DOE Travel FAQs**

Pending Approval | Show Chart

Information**TRAC - USER OPTIONS**

Please Select an option.

Before doing so,
hold the mouse
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module means.

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directly to the SOP
chapter on [Travel
and Conferences](#)
by clicking on the
following link:
[Travel &
Conference SOP](#)

Pending Approval

Pending TRAC Approval Requests

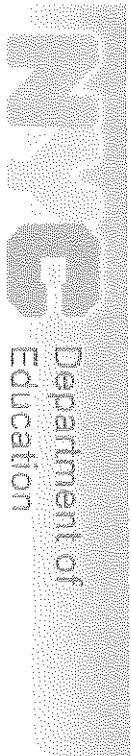
Search: Document Number

tr170018427 is currently awaiting approval by eric.friedman. Please email eric.friedman7@schools.nyc.gov to have this approved.

Pending Personal Car Requests

Out Of Town Travel-
Reimbursement

Edit Rejected TRAC



TRAC

#3N
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02-CR-02424-VBZ-OTW

TRAC User Guide

DOE Travel FAQs

[Show Chart](#)[Pending Approval](#)Information [TRAC - User Options](#)

Please Select an option.
 Before doing so,
 hold the mouse
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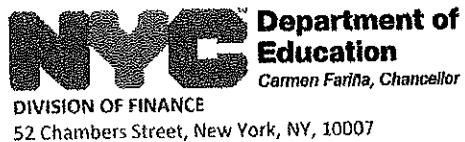
- You may go
 directly to the SOP
 chapter on [Travel
and Conferences](#)
 by clicking on the
 following link:
[Travel &
Conference SOP](#)
- Local Travel Reimbursement
 - Out Of Town Travel-Req
 - Out Of Town Travel-Req
(International)
 - Out Of Town Travel-
Reimbursement
 - Edit Rejected TRAC

Pending Approval

Pending TRAC Approval Requests

Search: Document Number
 'TR170015718' was Approved.

Pending Personal Car Requests



SCHOOL ALLOCATION MEMORANDUM NO. 52, FY 2018

DATE: July 17, 2017

TO: Community Superintendents
High School Superintendents
Field Support Center Teams
School Principals

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Attendance Improvement/Dropout Prevention (AIDP) Discretionary Allocation

This memorandum allocates AIDP funds to support student services which address barriers to academic progress including attendance problems, family-related issues, and discipline problems. Services provided may include school guidance and counseling, attendance improvement efforts, and coordination of services provided by other agencies.

Table 1: Summary AIDP Discretionary Allocation

District	Allocation Category	Quick Code	Amount
Schools (D 1 – 32)	AIDP	078701	5,958,333
TOTAL			5,958,333

Funds in allocation category AIDP are for eligible schools for personnel costs, including attendance support positions such as family workers, guidance counselors, social workers and other staff members responsible for supplementing attendance programs with interventions or capacity development. Allocation category AIDP is exclusively for personnel costs plus local travel reimbursements for AIDP-funded staff. AIDP is available to schools to supplement attendance programs with personnel who have specialized skills and abilities to provide preventive and intervention services to students and families.

Schools with AIDP allocations will be asked to describe the job duties of school staff funded in part or whole by AIDP, including per session assignments. Schools that do not respond to the request for information risk losing the funding in the following years.

AIDP funds may **not** be used for staff who primarily perform operational duties like monitoring hallways or lunch rooms, or for staff that spend most of their time on daily attendance routines (collecting and scanning rosters, late notes, parent letters and calls). Schools that use AIDP to fund these non-allowable positions/roles will be removed from the AIDP discretionary allocation for FY 2019.

Ten schools, selected in prior years, will continue to receive funding to cover full-time school social workers who provide support to chronically absent students by identifying and addressing the factors that cause them to miss school. Schools may read more about best practices for increasing student attendance [here](#) on the Principals' Portal.

School Allocation Memorandum No. 52, FY 2018
Attendance Improvement/Dropout Prevention (AIDP) Discretionary Allocation

Table 2: Schools Allocation Summary

FSC	FSC Team	Location	Amount
94MFSC	94MR03	01M378	1,000
94MFSC	94MR01	01M448	5,457
94AFSA	94AR05	01M450	25,490
94MFSC	94MR04	02M347	6,696
94AFSA	94AR03	02M393	1,000
94MFSC	94MR01	02M425	4,552
94AFSA	94AR03	02M546	1,000
94MFSC	94MR02	02M586	27,943
94MFSC	94MR02	02M655	18,565
94MFSC	94MR05	03M076	21,371
94MFSC	94MR05	03M149	34,476
94MFSC	94MR05	03M241	29,769
94MFSC	94MR05	03M256	13,097
94MFSC	94MR05	03M415	64,200
94AFSA	94AR03	03M860	16,865
94MFSC	94MR06	04M038	22,542
94AFSA	94AR03	04M555	16,594
94MFSC	94MR05	05M030	34,288
94MFSC	94MR05	05M036	13,390
94MFSC	94MR05	05M092	25,154
94MFSC	94MR05	05M129	45,295
94MFSC	94MR06	05M154	23,049
94MFSC	94MR06	05M175	31,677
94MFSC	94MR07	06M004	24,171
94MFSC	94MR07	06M018	50,272
94MFSC	94MR07	06M052	114,350
94MFSC	94MR02	06M552	1,000
94XFSC	94XR06	07X001	10
94XFSC	94XR06	07X296	12,240
94XFSC	94XR06	07X298	130,709
94AFSA	94AR02	07X527	102,500
94AFSA	94AR01	07X551	1,000
94AFSA	94AR02	07X600	74,843
94XFSC	94XR01	07X670	130,709
94XFSC	94XR07	08X048	24,027
94XFSC	94XR07	08X062	27,942
94XFSC	94XR07	08X123	56,806
94XFSC	94XR07	08X131	45,518
94XFSC	94XR01	08X282	1,000
94XFSC	94XR07	08X302	37,382
94XFSC	94XR07	08X367	1,000
94XFSC	94XR02	08X405	13,655
94XFSC	94XR08	09X004	61,410

44
MTHS
02-21-24-082-074

	<p>The University of the State of New York The State Education Department Teacher Tenure Hearing Unit EBA Room 981 Albany, New York 12234</p>	<p>Ph: (518) 474-3021 Fax: (518) 402-5940 (06/12)</p>
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Notice of Determination of Probable Cause on Education Law §3020-a Charges

Instructions:	This Notice must be served on the tenured employee along with a copy of the Education Law §3020-a charges, the Rights of Tenured Employees form and the Hearing Request/Waiver form.
---------------	--

Tenured Employee Information

Name	Mary Hurd- Brown
Address	
Address	P.O. BOX 1113
City, State, Zip	Bronx, NY 10451

Notice to Tenured Employee

Date Charges Filed:		Date of Executive Session:	
---------------------	--	----------------------------	--

Please be advised that at a meeting in executive session on the above date the school district identified herein has found that there is probable cause for Education Law §3020-a charge(s) against you. The specific charges are attached to this form. Within ten (10) days of receipt of these charges, you must elect to request a hearing before an impartial hearing officer, or waive your right to such a hearing. Should you fail to so request or to waive your right to a hearing within the specified ten days, the district clerk or the secretary of the board of education will notify both you and the Commissioner of Education that a waiver has been deemed to have occurred and that the board of education will meet to determine the case and fix the penalty or punishment, if one is to be imposed.

School District Information

District Name	District 2- Affinity Field Support Center		
Address		Phone	718-935-5618
Address	131 Livingston Street 6th Floor	Phone 2	
City, State, Zip	Brooklyn, NY 11201	Fax	
Contact Name	Executive Director Alexandra Anormaliza	Email	AANORMA@SCHOOLS.NYC.GOV

Authorized Signature

Name	Alexand A	Date	125/2019
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SPECIFICATIONS

MARY HURD-BROWN (hereinafter referred to as “Respondent”), under File #0736997, is a tenured Attendance Teacher employed by the Affinity Field Support Team. During the 2016-2017, 2017-2018 and 2018-2019 school years, Respondent engaged in misconduct, insubordination, verbal abuse, fraud, unauthorized absence, conduct unbecoming her position and neglect of her duties as follows:

In Particular:

SPECIFICATION 1: On about and between September 22, 2016 through February 17, 2017, Respondent:

- a. Failed to attend the mandatory Attendance Teacher Meetings scheduled on:
 - i. September 22, 2016.
 - ii. January 5, 2017.
- b. Stated to her supervisor in sum and substance, “I have no time for your meetings, I have home visits to do. I have nothing to learn from you.”
- c. Failed to submit weekly iLogs.
- d. Failed to make required scheduled weekly visits to her assigned schools.

SPECIFICATION 2: On or about and between June 5 through 6, 2017, Respondent:

- a. Attended the New York State Attendance Teacher Conference, a non-Department of Education (“DOE”) conference without prior permission from her supervisor.
- b. Failed to inform her supervisor she was attending a non-DOE conference.
- c. Failed to receive prior approval before attending a non-DOE conference.
- d. Failed to follow proper New City Department of Education and/or school policies and procedures regarding attendance.
- e. Stated to her supervisor, in sum and substance, “I didn’t have approval. I never got approval before and I went to the conference anyway.”

SPECIFICATION 3: On or about October 11, 2017, while assigned to the Urban Assembly School of Business for Young Women, Respondent:

- a. Stated to Student A* in sum and substance, “The apple doesn’t fall far from the tree.”
- b. Pulled out an Attendance Teacher badge to show students.
- c. While having the badge displayed stated to Student A in sum and substance, “If you want to take this to the next level, I will take you out of here in handcuffs.”

SPECIFICATION 4: By committing the actions described in Specification 3, Respondent acted in a manner that has or would have the effect of unreasonably and substantially interfering with a student’s mental, emotional, or physical well-being.

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SPECIFICATION 5: By committing one, some or all of the actions described in Specification 3, Respondent acted in a manner which substantially interfered with a student's ability to participate in or benefit from an educational program, school sponsored activity or any other aspect of a student's education.

SPECIFICATION 6: On or about September 7, 2018, Respondent, while assigned at Stephen T. Mather Building Arts and Craftsmanship High School:

- a. Falsely recorded the time of her visit to East Side Community School (M450) on her timesheet.
- b. Made an unauthorized school visit to George Washington Educational Campus.
- c. Failed to record a site visit at George Washington Educational Campus on her timesheet.
- d. Failed to record that she left work early on her timesheet.
- e. Failed to notify her main school base supervisor, administration, or staff that she left work early.

SPECIFICATION 7: On or about September 21, 2018, Respondent:

- a. Performed an unauthorized home visit at approximately 6:37 a.m.
- b. Failed to follow proper school rules, protocols and procedures regarding early morning home visits.

SPECIFICATION 8: On or about September 25, 2018, Respondent:

- a. Walked away from her supervisor and/or administration while they were speaking with her.
- b. Refused to meet with her supervisor and/or administrators as directed.
- c. Stated to Assistant Principal Mayer, in sum and substance, "I don't have time to do Mather's assigned home visits for the week."

SPECIFICATION 9: On or about and in between September 25, 2018 and October 22, 2018, Respondent failed to perform her professional responsibilities when she:

- a. Failed to respond to a notice of a meeting scheduled for September 28, 2018.
- b. Refused to meet with her supervisor and/or administrators as directed.
- c. Failed to check-in daily with administrators as previously directed.
- d. Failed to attend Attendance Team meetings.
- e. Failed to develop and submit a weekly schedule.
- f. Refused to properly complete timesheets.
- g. Stated to her supervisor, in sum and substance, "No I don't have to." in reference to using timesheets provided to document her time.
- h. Failed to properly complete iLogs.

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SPECIFICATION 10: On or about October 9, 2018, during a meeting with her supervisor and/or administration, Respondent:

- a. Shrugged and began to walk out of the meeting while stating in sum and substance, "I am leaving."
- b. Continued to walk away after being directed not to leave by her supervisor.
- c. Refused to reschedule the meeting.
- d. Refused to follow her agreed upon site visit schedule.
- e. Failed to complete her assigned scheduled home visits.

SPECIFICATION 11: On or about and between October 16 through 18, 2018, Respondent:

- a. Failed to properly log the number of home visits completed.
- b. Falsely reported the number of home visits conducted on:
 - i. October 17, 2018.
 - ii. October 18, 2018.

SPECIFICATION 12: On or about October 16, 2018, during a meeting her supervisor and/or administration, Respondent:

- a. Refused to acknowledge her supervisor and/or administration during questioning.
- b. Walked into the hallway, away from her supervisor and/or administration while they were speaking with her.
- c. Refused to re-enter the office when directed to do so by her supervisor and administration.

SPECIFICATION 13: On or about October 17, 2018, Respondent:

- a. Reported to Angelo Patri Middle School (M391), an unassigned school, without permission or authority from her supervisor.
- b. Stated to her supervisor, in sum and substance, "I went there to use the restroom, and to prove I worked that day."

SPECIFICATION 14: On or about October 22, 2018, during a meeting with her supervisor and/or administration, Respondent:

- d. Refused to acknowledge her supervisor and/or administration during questioning.
- e. Refused to speak during portions of the conference.
- f. Walked away from her supervisor and/or administration while they were speaking with her.

SPECIFICATION 15: On or about and between October 1, 2018 and November 19, 2018, Respondent:

- a. Failed to conduct a home visit for Student B*.
- b. Failed to conduct a home visit for Student C*.

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- c. Failed to notify her supervisor and/or school administration that these visits were not conducted.

SPECIFICATION 16: During the 2016-2017, 2017-2018 and 2018-2019, school years, Respondent:

- a) Failed to provide attendance support to one or more students under her supervision.
- b) Failed to follow the directives of her supervisors and/or administration.
- c) Failed to adhere to policies and procedures governing Attendance Teachers.
- d) Jeopardized student(s) academic progress by not adhering to proper protocols.

The foregoing constitutes:

- Just cause for discipline under Education Law §3020-a;
- Conduct unbecoming Respondent's position or conduct prejudicial to the good order, efficiency, or discipline of the service;
- Substantial cause rendering Respondent unfit to perform properly her obligations to the service;
- A violation of the by-laws, rules and regulations of the Chancellor, Department, School and/or District;
- Insubordination;
- Verbal Abuse;
- Unauthorized Absence;
- Misconduct;
- Fraud;
- Neglect of duty; and
- Just cause for termination

*Student Name(s) Will Be Provided Prior To Trial

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